



**GIFT UNIVERSITY**

Near GIFT University Chowk, Gujranwala 52250, Pakistan.  
UAN: +92 (55) 111 900 100 TEL: +92 (55) 3892989  
FAX: +92 (55) 3890266 URL: www.gift.edu.pk

GIFT/REG/GEN/2020/532

December 10, 2020

## **NOTIFICATION**

It is hereby notified that the Competent Authority is pleased to constitute the “**Faculty Training and Development Committee**” of GIFT University, Gujranwala. The objective of the Committee is continuous development of faculty and staff for improving quality of education, enhancing the value of services, and building organizational capacity.

The composition of the Committee is as under:

<b>Sr. No</b>	<b>Name &amp; Designation</b>	<b>Nomination</b>
1.	Dr. Muhammad Ziad Nayyer <i>Dean, Faculty of Computer Sciences and Electrical Engineering</i>	Convener
2.	Mr. Naveed Ahmed Mughal <i>Head of Department of Business and Commerce</i>	Member
3.	Ms. Muqaddas Firdous <i>Manager HR &amp; Coordination</i>	Secretary

*The Committee may co-opt any member from related Department to deal with the affairs of the Committee.*

### **ToRs of Faculty Training and Development Committee:**

The scope of work for the Committee will include but not be limited to:

- Develop orientation plan of all departments for new faculty members of the University.
- Carry out training need analysis of the staff members annually based on operational and strategic needs of the University.
- Identify and make recommendations for University-wide training initiatives.
- Develop a calendar and budget of training and development activities every year.
- Approve training requests and make recommendations for training of staff members.



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- Provide consultation on the development, maintenance, and monitoring of policies, procedures, programs, and initiatives with respect to training and development.
- Develop an inventory of self-learning resources, courses, and web seminars.
- Promote training, development, and educational opportunities.
- Participate in the evaluation of the training and development framework.

  
**Waseem Ullah Dar**  
Registrar

### **Distribution:**

1. All Nominated Members

### **Copies to:**

1. ES to Chairman, GIFT University, Gujranwala
2. ES to Rector, GIFT University, Gujranwala
3. Treasurer, GIFT University, Gujranwala
4. Director Academic Operations, GIFT University, Gujranwala
5. Director IT, GIFT University, Gujranwala
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